



## **AmeriCorps Member: Yavapai Big Brothers Big Sisters Prescott Prescott Valley Site Program Coordinator**

September 2014 -August 31, 2015  
1700 Hours (approximately 32 hours/week)

### **Position Description:**

This AmeriCorps Member will serve with Yavapai Big Brothers Big Sisters (YBBBS) in the Prescott Valley (PV) area by developing new site-based mentoring programs. S/he will continue to offer adjunct support for the Chino Valley and Prescott site programs and other community based programs, with child/volunteer enrollment in particular, for purposes of serving more children in the Quad city area.

### **Essential Duties and Responsibilities:**

With assistance from supervisor, program staff and school officials, initiate new site-based programs in Prescott Valley.

- Develop knowledge of Agency and Programs
- Recruit and Enroll Volunteers to match with elementary school -aged children in PV/Become an Ambassador for YBBBS

Complete outreach and enrollment of Elementary school-aged children in PV.

- Outreach to teachers/nurses/parents and other stake-holders at local Elementary Schools, after school programs, and other misc. youth service organizations
- Complete enrollment process for 50+children

Match Bigs and Littles and assist the Match Advisors to improve match length and strength

- Identify appropriate volunteers to match with suitable children, and conduct match meetings with parent approval and involvement
- Facilitate the match meeting with volunteer, parent, child
- Supervise matches and create match activities to encourage match stability and longevity

Create sustainability in daily work through documentation and updating YBBBS materials

- Create/Maintain matches and develop programs in a way that is sustainable for subsequent AmeriCorps Member

## **A. AmeriCorps Member Benefits**

- Living Allowance: \$12,100
- Segal Education Award: \$5,645
- Student loan deferment and reimbursement of interest on eligible student loans
- Childcare assistance
- Eligible for President's Volunteer Service Award
- Great experience in a field that interests you
- Access to skills that will further your personal and professional development
- Team support and training, resulting in a Certificate in Civic Leadership from Prescott College, a value of \$2,400

## **B. Requirements**

- Some College
- 18 years or older, no upper age limit.
- Works under deadlines and as a member of a team
- Comfortable working with adults and children/youth with a wide-range of needs
- Solid computer skills; detail-oriented
- Genuinely likes and enjoys working (and meeting) people from all backgrounds and walks of life.
- Good public speaking skills and problem solving abilities
- Strong partnership-development skills
- Promotes and publicizes project ideas clearly and effectively
- Good listening skills
- Can professionally guide, monitor and support volunteers
- Flexible - able to frequently work evenings and weekends

**To Apply: please send cover letter and resume to [info@CommunityCountsAZ.org](mailto:info@CommunityCountsAZ.org)**

**The Yavapai County AmeriCorps Project is an equal opportunity employer. We strive to hire a team that, in all ways, reflects the diversity of the communities we serve.**

